



OPERATIONS MEMO

Update of the California Student Aid Commission

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TO: Financial Aid Administrators
High School Counselors

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SUBJECT: 2013 Webinar Training Schedule

The California Student Aid Commission (Commission) is pleased to announce the 2013 Webinar Training Schedule for the Cal Grant Program, California Dream Act Application, and Specialized Programs. The Commission's goal is to provide the necessary training to financial aid administrators to ensure appropriate administration of the Cal Grant Program, Dream Act, and Specialized Programs.

These training webinars are designed to provide schools with information and updates that could not otherwise be delivered using in-person sessions or campus visits. The 2013 training will provide financial aid administrators with a variety of information on the Commission's programs and processes including, but not limited to, sessions on:

- The California Dream Act Application
- Cal Grants 101 (Introduction to Cal Grants)
- Cal Grants 201 (Advanced Cal Grants)
- GPA Calculation and File Preparations: Regular and Non-SSN
- WebGrants Payments and Reconciliation
- WebGrants Reports and Tools
- Chafee Foster Youth Grant Program
- Assumption Program of Loans for Education (APLE)
- CA National Guard Education Assistance Award Program (CNG EAAP)
- What to Expect from a Cal Grant Compliance Review

Each webinar session will include verbal instructions, examples, and the ability to ask questions during the presentation. Commission staff is also willing to provide ad hoc webinar training sessions for schools that have a need in a particular area or process that cannot be thoroughly covered in one of the scheduled webinars.

Training Dates and Times

In total over 50 separate sessions will be held. Each online training session will be approximately one hour. Participants can log on from their office or home



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computer and follow along screen-by-screen while listening to the live audio feed over the phone. Participants will have the opportunity to ask questions and receive immediate answers.

The 2013 Webinar Training Schedule can be viewed on the Commission's website at www.csac.ca.gov/training/webinartrainingschedule.pdf. Registration is now open for you to sign up for a webinar session. Attendance for each session will be limited, with additional sessions added to meet the demand as needed.

Registration Information

To register and get more information on this training visit www.csac.ca.gov/doc.asp?id=1445. Once you have registered, a confirmation e-mail will be sent to you with the Website login instructions and teleconference phone line information. Retain this confirmation e-mail, as you will need it to join the training session.

Access to the WebGrants System

To take full advantage of this training, we recommend that school staff not yet set up with a WebGrants account do so prior to the training session. To establish an account you will need to complete a *WebGrants Information Security and Confidentiality Agreement* and a *WebGrants System Administrator's Access Request Form*. College staff can access these forms on the Commission's website at www.csac.ca.gov/doc.asp?id=1194. The high school forms are available at www.csac.ca.gov/doc.asp?id=1191. Establishing a WebGrants account in advance will ensure that what was learned in the training session can be applied immediately.

The Commission's Technology Help Desk can be contacted at (888) 294-0148 to assist schools or district offices in setting up and logging into their WebGrants account.

If you have any questions regarding the information in this memo, please contact the Commission's School Support Services staff at (888) 294-0153 or via e-mail at schoolsupport@csac.ca.gov.

Working together to effectively promote education beyond high school!